



## EMPLOYMENT DEVELOPMENT DEPARTMENT CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	EMPLOYMENT DEVELOPMENT DEPARTMENT	<b>RELEASE DATE:</b>	Tuesday, May 18, 2010
<b>POSITION TITLE:</b>	Chief, Southern Workforce Services Division	<b>FINAL FILING DATE:</b>	Tuesday, June 1, 2010 or until filled
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	04282010_1

### POSITION DESCRIPTION

Under the administrative direction of the Workforce Services Branch (WSB) Deputy Director (DD), the Southern Area Division Chief is responsible for the effective and efficient administration and delivery of Workforce Service (WS) and Employment Training services in the field offices within the 14 counties and local areas that encompass the WSB's Southern Division. The incumbent participates in the planning, development, implementation and direction of policies affecting the WS and Employment Training programs required to manage field office operations within the Division.

As a member of the WSB executive management team, the incumbent is responsible for maintaining optimal community relations in the area. The Division Chief proactively brokers services of the Employment Development Department (EDD) with employment training networks, the employer community, local workforce investment boards, faith-based organizations, and community-based organizations to develop interest, understanding, acceptance, and participation in the programs that the EDD administers. The incumbent advises the WSB DD, other department managers, other government agencies and policy bodies affected by the department's program decisions on key events and changes proposed for goals, objectives, policies, standards, plans, actions, and legislation (state and federal) regarding the Employment and Training program responsibilities. The Division Chief provides broad direction for policy to programs, delegates authority as appropriate to ensure good management and fiscal practices, directs and evaluates the performance of the responsible subordinate managers, establishes management control systems and performance targets, and secures compliance by subordinate managers and employees.

This position is located at the Southern Workforce Services Division Office in Oceanside, California.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

**Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Management and administration of statewide and integrated employment and training programs with extensive experience in the management of field operations.
2. Strong leadership and management team experience demonstrating an ability to create and communicate a clear vision, set goals and expectations; develop leadership, initiative and capacity at all levels; and use sound judgment in managing complex and varied programs.
3. Familiarity with the Workforce Services program, specifically the legal basis and pending policy issues, automation challenges, budgetary issues from a state and federal perspective, quality oversight and associated federal requirements, service delivery alternatives employed nationally, and field operations and procedures.
4. Demonstrates the ability to establish and maintain effective working relationships with Executive Staff, officials of Local Workforce Investment Areas, county welfare officials, elected officials, employer organizations, administrators of the Department of Labor, the Veterans Employment and Training Service, other state and federal agencies, educational institutions, labor organizations, and community-based organizations.
5. Familiarity with EDD's major programs, including Unemployment Insurance, Disability Insurance, Employer Tax, Labor Market Information and Workforce Services.
6. General knowledge of labor force issues, including employers and the unemployed, private and governmental agencies, and the ability to establish effective relationships with these groups.
7. Familiarity with the department's major automated systems.
8. Knowledge of quality customer service principles and demonstrated use of customer expectations to improve processes and/or products.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief**,

**Southern Workforce Services Division**, with the **EMPLOYMENT DEVELOPMENT DEPARTMENT**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- If qualifying under Pattern IV of the minimum qualification, please attach a copy of DD 214.

### **Applications must be submitted by the final filing date to:**

EMPLOYMENT DEVELOPMENT DEPARTMENT, Human Resource Services Division, MIC 54  
PO Box 826880, Sacramento, CA 94280-0001  
Lisa McVay | (916) 653-8456 | [lisa.mcvay@edd.ca.gov](mailto:lisa.mcvay@edd.ca.gov)

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The EMPLOYMENT DEVELOPMENT DEPARTMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>